



**STATE OF CALIFORNIA
DEPARTMENT OF FINANCE**

915 L STREET, SACRAMENTO, CA 95814
www.dof.ca.gov

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**ASSISTANT PROGRAM BUDGET MANAGER
(CEA Level B)**

FINAL FILING DATE: September 16, 2015

SALARY RANGE

\$8,985 – 10,204

**POSITION
DESCRIPTION**

This position functions as the Assistant Program Budget Manager (APBM) managing staff in a major assignment area by participating in the formulation, improvement, management, and evaluation of the Administration's program and policies affected by the assignment area.

The incumbent participates in the development of the Governor's legislative programs; reviews legislation with fiscal or programmatic impact; testifies before legislative committees; and represents and negotiates for the Department of Finance (Finance) and the Administration on matters within the assignment area. As part of Finance's participation in the FI\$Cal Project, the incumbent will also be involved in the implementation of the Project goals and objectives.

**MINIMUM
QUALIFICATIONS**

Applicants must meet the following minimum qualifications to compete in this examination:

Either I

Must be a California state civil service employee with permanent civil service status.

Or II

Must be a current or former employee of the Legislature for two or more consecutive years as defined in Government Code Section 18990.

Or III

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years as defined in Government Code Section 18992.

Or IV

Must be a person retired from the United States military, honorably discharged from active military duty with a service-orientated disability, or honorably discharged from active duty as defined in Government Code Section 18991.

AND

Must meet the general minimum qualifications for the CEA category, including; ability to perform high administrative and policy-influencing functions effectively.

MINIMUM QUALIFICATIONS (continued)

Such overall ability requires possession of most of the following more specific knowledge and abilities:

1. Knowledge of the organization and functions of California state government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; personnel management techniques; and, the Department's Equal Employment Opportunity (EEO) Program objectives and the manager's role in the EEO Program, and the processes available to meet equal employment opportunity.
2. Ability to plan, organize, and direct the work of multi-disciplinary professional and administrative staff; analyze administrative policies, organization, procedures, and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislative and Executive branches; analyze complex problems and recommend effective courses of action; prepare and review reports; and, promote equal opportunity in employment and maintain a work environment that is free from discrimination and harassment.

These knowledges and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation, and/or evaluation of program policies (experience may have been paid or volunteer; in state service, other governmental settings, or in a private organization):

CEA Level B. Broad administrative, program manager and leadership experience with substantial participation in the formulation, operation, and/or evaluation of program policies or information technology projects.

DESIREABLE QUALIFICATIONS

In addition to evaluating each candidate's relative ability, as demonstrated by the quality and breadth of experience, the following factors will be emphasized in competitively evaluating each candidate:

- Broad management capabilities, including broad technical and management level experience in the state's budgeting and legislative processes.
- Demonstrated ability to perform higher-level administrative and policy influencing functions effectively. This includes the demonstrated ability to work effectively under intense pressure, and the capacity to make high-level decisions in a fast-paced and changing environment.
- Ability to communicate effectively with others as demonstrated by strong written and verbal communication skills, strong negotiating skills, and particularly the ability to represent Finance effectively internally, before the Legislature, with other government entities, and with the public.
- Demonstrated ability to apply new ways of thinking, solving problems, creating new ideas, and developing new approaches to achieve the Department's mission.

DESIREABLE QUALIFICATIONS (continued)

- Strong leadership and management team experience demonstrating an ability to set goals and expectations encourage growth and initiative at all levels, and uses sound judgment in managing staff within a multi-disciplinary organization.
- Demonstrated ability to coach and mentor employees to create a work environment that stimulates learning, encourages growth, and recognizes individual achievements to ensure peak performance.
- Knowledge of principles and practices of organization, fiscal, and human resources management, and the Department's Equal Employment Opportunity Program objectives.
- Demonstrated commitment to creating an environment that consistently emphasizes the Department of Finance's core values.

DESIREABLE CHARACTERISTICS

Department of Finance has a strong history of laudably fulfilling its responsibilities. That history of performance has garnered the Department respect from successive Administrations and Legislatures and earned a reputation as a venerable institution. The foundation of this reputation is a set of core values that guide the actions of the employees who, collectively, are the Department of Finance. Those core values are:

- Integrity - Consistently adhere to the duty to execute the mission and responsibilities of the Department of Finance while advancing the goals of the Administration.
- Expertise - Be a reliable source of accurate information and sound fiscal and policy advice.
- Teamwork - Work together collaboratively and in recognition of the contribution each makes to the common purpose of serving the Department, the Administration, and the state.
- Respect - Recognize the validity of other points of view and treat others with civility.
- Problem Solving - Strive to find practical and effective solutions to achieving desired goals.

EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results.

The results of this examination may be used to fill subsequent Assistant Program Budget Manager (CEA Level B) vacancies in the Department of Finance within 12 months. The list will be superseded upon the administration of a new CEA examination at the same level; however, the examination may be reopened to supplement the number of qualified competitors.

SPECIAL EXAMINATION ARRANGEMENTS

If you have a disability and need special testing arrangements, mark the appropriate box in Question 2 of the application. You will be contacted to make specific arrangements.

Note All applications MUST include a current valid email address as examination material may be sent via e-mail, e.g., examination notices, access to examination material, etc.

FILING INSTRUCTIONS

Submit an "Examination and/or Employment Application" (Std. 678) that clearly addresses your experience and job titles, names and addresses of employers, period of employment, list of degrees and certificates obtained with dates received, and education relevant to the Minimum Qualifications listed. The Std. 678 is available at the California Department of Human Resources' website at <http://jobs.ca.gov/Profile/Profile>.

- A "Statement of Qualifications" with specific information and examples of how your background meets the Minimum Qualifications, Desirable Qualifications, and Desirable Characteristics. Further, this Statement of Qualifications must discuss your ability to perform the duties of this position. Statements must be prepared in narrative format typed to facilitate easy reading, and not exceed three pages in length with a font size no smaller than 11 point. Resumes do not take the place of the Statement of Qualifications.
- All applications must be received **on or before 5:00 p.m. on September 16, 2015, the final filing date**. Applications filed in person, delivered, or received via interoffice mail, or postmarked after the final filing date will NOT be accepted for any reason. Facsimile of applications will not be accepted. Applications received without the required Statement of Qualifications will not be accepted.

If you are a U.S. Military veteran, a legible copy of Veteran's Discharge (DD214) or other official discharge documents, showing your enlistment and discharge dates, branch of service, and character of service (i.e., type of discharge) must be attached.

Your signature on your application signifies that the information provided in your application, resume, and Statement of Qualifications is true and factual, and that any false, incomplete, or incorrect statements may result in disqualification from the examination process.

All Examination Applications must be submitted directly to:

Department of Finance
Human Resources Office
915 L Street, Suite 1235
Sacramento, CA 95814

GENERAL INFORMATION

The **Department of Finance** (Finance) reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test (based upon job-related criteria), and all candidates who pass will be ranked according to their scores.

Equal Opportunity: The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

State Drug Policy: It is an objective of the State of California to achieve a drug-free state workplace. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service, and the special trust placed in public servants.

Privacy Policy: Pursuant to Government Code §11019.9 and Management Memo 00-14, the Department of Finance maintains a permanent privacy policy in adherence with the Information Practices Act of 1997. Finance's Privacy Policy is posted on the Department's website at www.dof.ca.gov

Questions may be directed to the Department of Finance, Human Resources Office at (916) 323-4071, TDD* 324-6547, or jobs@dof.ca.gov.